



**Arizona Supreme Court
Human Resources
1501 W. Washington, Suite 227, Phoenix, AZ 85007-3231
Phone (602) 542-9311 / Fax (602) 307-1228**

The Arizona Supreme Court is an Equal Opportunity Employer

JOB: #1194
JOB TITLE: CHILD SUPPORT / FAMILY LAW SPECIALIST
TYPICAL HIRING SALARY RANGE: \$50,130 - \$60,156 DOE
DIVISION: COURT SERVICES
FIRST REVIEW DATE: JUNE 16, 2006, open until filled

POSITION SUMMARY:

Do you have specialized knowledge in family law, child support, domestic violence and related Arizona laws, rules and procedures? Would you enjoy being part of a team that develops policies and procedures which creates and/or enhances existing laws utilizing the most current social science research on children and families? The Court Services Division's Court Programs Unit is looking for a detail-oriented individual who enjoys working in a fast paced environment, can see big-picture perspectives and has the ability to consolidate input from a variety of people and organizations in an objective manner.

This position provides staff support to the Domestic Relations Committee (DRC) and Child Support Committee (CSC), Arizona Legislative Committees, and their related subcommittees. These committees serve as a forum for stakeholders to develop and coordinate policies and strategies to improve the delivery of services to Arizona's families involved in the court and/or child support system.

In addition to the DRC and CSC job duties, this position assists courts in the development, implementation and monitoring of statewide plans for family law education on children's issues and develops and/or performs statewide training for judicial officers and court staff on family law and child support. This position is also responsible for grant fund administration, serves as the project manager for the quadrennial review of Arizona's child support guidelines and develops selected procedures manuals, booklets and family law website content for use by self-represented litigants.

For information about the Court Services Division and the exciting work we are doing: www.supreme.state.as.us/courtserv/.

For information on the DRC: www.supreme.state.az.us/courtserv/DRC/DRC.htm

For more on the CSC: www.supreme.state.az.us/courtserv/CSC/CSC.htm

MINIMUM REQUIREMENTS:

This position requires a Bachelor's degree in judicial administration, public administration or a related field. Five years' experience in a general jurisdiction court, including three years as a court administrator or five years' experience working in an administrative office of a court doing improvement projects. Law degree and legal experience preferred. Successful candidates should have the ability to staff, coordinate and facilitate Supreme Court/Legislative committees and have knowledge or insight into future court trends and emerging policy issues affecting trial courts. Also requires excellent interpersonal skills for working effectively with legislators, judges, court staff, the State Bar,

governmental agencies and the public, as well as, experience in team building, strategic planning, and excellent project management skills.

SELECTION PROCESS:

Some positions may take 4-6 weeks to fill. Only applicants whose education, training and experience most closely meet the needs of the position may be invited to interview. The Selection Process may include a writing sample/writing test and first and/or second round panel interviews.

This position is not covered by the State Merit System. Finalists must undergo a background check. Requests for a special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview.

This regular, full-time, exempt level position is eligible for the Employee Referral Program. This recruitment is open for internal and external recruitment.

HOW TO APPLY:

Please email a cover letter and updated resume to jobs@courts.az.gov. Please send only WORD or pdf documents.